

LFU09 – SOP for Latent Fingerprint Unit Report of Results

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1. Scope

- 1.1. The purpose of these practices is to ensure that the examination documentation and conclusions from the analysis of Latent Fingerprints are reported in a consistent manner.

2. Background

- 2.1. To establish the practices for reporting the results of the examination of evidence to conform to the requirements of the Department of Forensic Sciences (DFS) Forensic Science Laboratory (FSL) *Quality Assurance Manual*, LOM02 Case Documentation and Report Writing, and the accreditation standards under ISO/IEC 17025:2017, and any supplemental standards.
- 2.2. The Latent Fingerprint Unit Report of Examination provides case information relating to the analysis and comparison of latent fingerprint evidence submitted to the unit for testing.

3. Safety

- 3.1. Not applicable

4. Materials Required

- 4.1. Not applicable

5. Standards and Controls

5.1. Not applicable

6. Calibration

6.1. Not applicable

7. Procedures

7.1. The "Report of Examination" is generated by the DFS Laboratory Information Management System (LIMS) on the Department of Forensic Sciences Official letterhead.

7.2. The Report shall be titled Report of Examination with the subtitle, Latent Fingerprint Unit, and contain the following DFS header:

DFS Case Number:	Primary Agency: Agency Case #:	Requesting Agency: Agency Case #:	Offense:	Report Date:
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7.3. A header will also appear on Report of Examinations with multiple pages, showing the DFS Case Number, Primary Agency Case # and Report Date.

7.4. The Type of LFU Report of Examinations are as follows:

7.4.1. Latent Print Analysis

7.4.2. Deceased Print Analysis

7.5. The LIMS Request Number will be listed below the header.

7.6. The applicable LIMS Item Number(s) and descriptions shall be listed under the Related Evidence Items section of the report.

7.7. The individuals that are listed in LIMS and related to the request will be listed under the Related Individuals section of the report.

7.8. The listing of which latent fingerprints are of value for comparison versus those not of value for comparison are listed under the Analysis Results section.

7.9. The results of all latent print comparisons will be listed under the Comparison Results section.

7.9.1. If an identification is made, the name and/or identification number of the individual who has been determined to be the source of the latent print, will be listed in the table under Identification(s). The finger or palm the identification was made to will also be notated.

- 7.9.2. If an exclusion is made, the name and/or identification number of the individual who has been determined to be excluded as the source of the latent print, will be listed in the table under Exclusion(s).
- 7.9.3. If a determination of inconclusive has been made, the name and/or identification number of the applicable known prints will be listed in the table under Inconclusive(s).
- 7.9.4. For Deceased Print Analysis Report of Examinations, the result of the deceased print analysis will be notated under the Results of Deceased Analysis section.
- 7.10. Any latent impressions that are entered into AFIS will have a result of the AFIS entry listed in the table under AFIS Results.
 - 7.10.1. If the latent fingerprint was not AFIS quality and/or was not searched, "No Search" will be marked in the table under AFIS Results.
- 7.11. Analysts will list any supplemental information in the Remarks section of the report.
 - 7.11.1. An explanation for why a result may be inconclusive may be found in this section of the report.
 - 7.11.2. Autotext options are available and may be required for analysts to list applicable supplemental case information on report.
 - 7.11.3. The disposition of the evidence will be notated on the report.
 - 7.11.4. The date the analyst began analysis (Analysis Start Date) will be found in this section of the report.
 - 7.11.4.1. For LFU evidence processing, the start date will be will be located in the "Examination Method" section.
 - 7.11.4.2. The analysis end date will be considered the "Report Date", which is found in the header of the report.
- 7.12. The signature of the analyst who performed the analysis will appear at the end of the report.
- 7.13. The Report of Examination will be part of the case file documentation and must be technically and administratively reviewed.

8. Sampling

- 8.1. Not applicable

9. Calculations

- 9.1. Not applicable

10. Uncertainty of Measurement

10.1. Not applicable

11. Limitations

11.1. Not applicable

12. Documentation

12.1. LFU Report of Examination

13. References

13.1. Forensic Science Laboratory Quality Assurance Manual (Current Version).

13.2. FSL Departmental Operations Manuals (Current Versions).

13.3. FSL Laboratory Operations Manuals (Current Versions).